

**PLANNING DEPARTMENT
DEVELOPMENT CHECKLIST ITEMS**

Application #	APPLICATION REQUIREMENTS: Checked square's indicate items that ARE required	
Staff Check (Office use)	Request response	<i>Please call 701-456-7000 to schedule a pre-submittal meeting with the Planning Department before beginning the application process. Staff will go over the Checklist(s) to determine which agencies you are required to contact to discuss your proposed project. Completed applications are due at City Hall by noon the first Friday of each month. Only complete submittals will be on the agenda for the Planning and Zoning meeting.</i>
	Required for Agenda	Name of Project/Applicant _____ <i>Complete applications must include the following checked items along with comments from checked agencies at the pre-submittal meeting.</i>
		<input type="radio"/> Major/Minor Plat – Engineering Checklist must be complete
		<input type="radio"/> 10 copies of all materials to be presented to Commissioners and staff
		<input type="radio"/> One digital copy of all materials on a flash drive or disc
		<input type="radio"/> Legal description of project/property in Microsoft word included with digital copy of materials
		<input type="radio"/> A list of all adjacent property owners and their addresses within a 300ft radius printed on address labels for legal notification
		<input type="radio"/> Applicable fee(s), Fee schedule available online at www.dickinsongov.com
		<input type="radio"/> Development Agreement - If applicable
		<input type="radio"/> Annexation into the City - If applicable
		<input type="radio"/> Plat Map/Certificate of Survey
		<input type="radio"/> Detailed Site Plan (to include landscaping, fencing, security lighting, hydrants, and oil well locations)
		<input type="radio"/> Project vicinity map with 2 mile radius (on plats)
		<input type="radio"/> Project description
		<input type="radio"/> Building Plans/Floor Plans
		<input type="radio"/> Warranty deed/Ownership Acknowledgment/lease agreement
		<input type="radio"/> Written comments if any from adjacent property owners is optional but suggested
		<input type="radio"/> Recent photos of the site, as well as driving instructions to location
		City of Dickinson Departments: 99 2nd Street East
		City Engineer - Craig Kubas, (701) 456-7715 craig.kubas@dickinsongov.com
		Floodplain Coordinator & Asst. City Engineer - Loretta Marshik, (701) 456-7768 loretta.marshik@dickinsongov.com
		City Attorney - Janilyn Murtha, (701) 456-7028 Janilyn.Murtha@dickinsongov.com
		Planning Director - Walter Hadley, (701) 456-7812 walter.hadley@dickinsongov.com
		Building Official - Leonard Schwindt, (701) 456-7803 leonard.schwindt@dickinsongov.com
		City Assessor - Joe Hirschfeld, (701) 456-7735 joe.hirschfeld@dickinsongov.com
		Public Safety Center: 2475 State Ave. North
		Chief of Police - Dustin Dassinger, (701) 456-7759 dustin.dassinger@dickinsongov.com
		Fire Marshal – Mark Selle, (701) 456-7759 mark.selle@dickinsongov.com
		Public Works: 3411 Public Works Blvd
		Director of Public Works - Gary Zuroff, (701)-456-7979 gary.zuroff@dickinsongov.com
		Solid Waste Manager - Aaron Praus, (701) 456-7840 aaron.praus@dickinsongov.com
		Water Utility Manager – Adam Ballesteros, (701)-456-7779 adam.ballesteros@dickinsongov.com
		County Court House 51 3rd Street East
		Stark County Planning and Zoning Director - Steven Josephson, (701)-456-7672 SJosephson@starkcountynynd.gov
		Stark County Recorder – Kim Kasian (Subdivision Platting), (701)-456-7645 kkasian@starkcountynynd.gov
		Stark County Auditor/Treasurer - Kay Haag, (701)-456-7630 khaag@starkcountynynd.gov
		Contacts for the Extra Territorial Zone (ETZ):
		Stark County Planning and Zoning Director - Steven Josephson, (701)-456-7672 SJosephson@starkcountynynd.gov

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	Southwest Water Authority - Misti Conzemius, (701) 225-0241, 1-888-425-0241 mconzemius@swwater.com
	County Building Permitting - Forsgren & Associates, (701)-842-2120 www.forsgren.com/North Dakota
	County Road Superintendent - Al Heiser, (701) 456-7662 aheiser@starkcountynd.gov
	Stark County Sheriff's Office – Major David Wallace, (701) 456-7610 dwallace@starkcountynd.gov
	Rural Fire Department - Todd Ehresmann, (701) 290-6030 (notification only)
	State Fire Marshall - Douglas Nelson, (701)-328-5555 ddnelson@nd.gov
	Stark County EMS (Dickinson Ambulance Service), (701) 225-1500 dxamb@ndsupernet.com
	Dickinson Theodore Roosevelt Airport - Kelly Braun, (701) 483-1042 kbraun@dickinsonairport.com
	Weed Control Officer – Travis Jepson & Jeremy Jepson, (701)-456-7636 scweedcontrol1@me.com
	Other Agencies:
	Dickinson Public Schools, Superintendent – Shon Hocker (701) 456-0002 shocker@dpsnd.org
	Dickinson Parks & Rec, James Kramer 701-456-2074 jkramer@dickinsonparks.org
	Dickinson State University, Dr. Tom Mitzel (president) (701) 483-2326
	Montana Dakota Utilities: Gas - Harley Jose (701) 456-7102 harley.jose@mdu.com , Kurt Zimmerman (701)-456-7148 kurt.zimmerman@mdu.com , Electric - Chad Heidt (701) 456-7112 chad.heidt@mdu.com , Casey Roshau (701) 456-7121 casey.roshau@mdu.com
	Roughrider Electric: Gerald Krebs (701) 483-5111 gkrebs@roughriderelectric.com , (701) 483-5111
	Stark County Emergency Services Bill Fahlsing, Director - Emergency Services 66 W Museum Drive Dickinson, ND 58601 (701) 456-7605 bfahlsing@starkcountynd.gov
	Stark County Emergency Services Contact Jolyn Bliss (E911 Data Specialist - Stark County) (701) 456-7607 jbliss@starkcountynd.gov , ***Physical address must be verified, a 911 letter must be submitted with the application if applicable***
	ND Industrial Commission, John Axtman (701) 774-4380,
	ND Department of Health, Storm Water - Duane Sandvick 701-328-5260 dsandvick@nd.gov
	ND Department of Health, 918 East Divide Avenue Bismarck, ND 58501-1947 (701) 328-2372
	South West District Health, 227 16th Street West - (701) 483-0171 http://www.ndhealth.gov
	ND DOT – Rob Rayhorn, (701) 227-6520 r-rayhorn@nd.gov
	USPS, Dan Adams, Daniel.P.Adams@usps.gov
	State Food & Lodging: Businesses, Julie Wagendorf (701)-328-2523 - If applying under a business entity, please provide ND-state approved license (LLC. LLP. Inc.)

When contacting an agency to discuss your project please include in your email request a short narrative of your proposed project and the statement:

If no response is received within 30 days from the date of this request, it will be assumed your agency has NO COMMENT. Please include all required agency correspondence even those without a response.

Check the City of Dickinson webpage for digital agendas and staff reports, they will be posted as they become available.

Submittals can be mailed or dropped off at the Planning Department in City Hall. Payment is due at the time of submittal, the fee schedule is available on our website. Application fees are listed on the development applications.

If you have any questions or need further assistance feel free to contact the Planning Department. 701-456-7812 or 701-456-7815.

Applications can be mailed to 99 2nd Street East, Dickinson, ND 58601 At: Brandy Goetz - Planning Department.

Any Updated or missing documents required to complete your submittal can be emailed to: brandy.goetz@dickindongov.com

Office use only

Date of pre-submittal meeting: _____

Date received _____

City Staff Member

All required materials submitted: YES NO